



INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date Feb. 23, 1984	Application Number 01		Application Number 85-20	Date Received MAR 14 1984
		Georgia Dept. of Labor Employment Security Agency Employment Service Division Employer/Applicant Services State Job Bank	Date Completed MAR 25 1985	
2. Person to Contact Mr. Bill Coleman		Working Title State Job Bank Supervisor	Telephone Number 404/656-6777	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 10/1/74		5. Record Series Title (followed by title used in office, if different) Employers' Job Orders Daily Microfiche Files		
Latest Present				
6. Division and Office Function Employment Service Division State Job Bank What is the function of the Division and the Office in which this record series is created? Provides service to Georgia employers and applicants, including job placement, applicant testing and counseling, job development and referral to training and employment. Provides data management tool for accessing employer job opening information to all applicant referral activities.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. * Microfiche copies of all job orders entered into the data bank by individual local ES offices. The "Record" copy of all data on the microfiche is the order holding ES local office originating the job order - thus, these fiche are considered "working or convenience papers" and retained only for the period of the original document (ESA 514 - Job Order). **Documents relating to: * Included are: ** Employer Job Order Form (record copy) File is arranged: Chronological by FY (1 Oct.-30 Sept.)				
8. Monthly Reference Rate One to six months old 50 seven to twelve months old 0 thirteen to twenty-four months old 0 twenty-five months and older 0 How often are records referred to which are:				
9. Annual Rate of Accumulation of Records Letter-size drawers 1/4 Legal-size drawers Shelves Other (specify)				

(Over)

ESA-144 (R-5/82)
(AR-50-71)

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Copies in each local office.</u>
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout? <u>Computer Output Microfiche</u>

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>1</u> years. |
| c. Federal Law | <u>1</u> years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

20 CFR 652.8(d)(5)(ii) attached

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

Employer Job Orders Paper Files ☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then.

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Employer Job Orders Microfiche Files - Cut off files at end of each fiscal year; hold in current files area 1 year; then destroy.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Howard L. Weeks</u>	<u>2-27-84</u>	<u>James J. Bishop</u>	<u>3-1-84</u>
ESA Director (Signature)	Date	Chief, Records Management & Control (Signature)	Date
<u>Walter Brooks</u>	<u>3-5-84</u>	<u>William B. Pearson</u>	<u>3-1-84</u>
State Records Committee (Signature)		Date	
<u>Robert Smith</u>		<u>3-18-85</u>	
State Auditor/Designee		Secretary of State/Designee	
<u>Edward Ullman</u>		<u>3/14/85</u>	
Attorney General/Designee		<u>3/12/85</u>	

(Reverse Side)